

KEYBOARD SHORTCUTS IN WORD

A Key combination shortcut is a set of keystrokes that, when pressed together, initiate an action. This is the quickest way to use the keyboard, but you do have to memorize the keys!

Key Combinations

- Key combinations perform specific commands. They are unrelated to the Ribbon or other things that you see on screen.
- The keys need to be pressed together to trigger the action, and most, but not all, involve pressing CTRL plus other keys (for example, CTRL+C to copy).
- The same combination of characters will usually turn the command **on and off**.
- Key combinations have mainly not changed in the 2007

Example:

To convert text to bold:

Shop	To <u>turn on</u> bold: Select text and press Ctrl+B together	Shop
Shop	To <u>turn off</u> bold Select text and press Ctrl+B together	Shop

Special Note:

The following list of shortcuts were available in Word 2003. Most of these will work in 2007 although there may be the some combinations using the Ctrl key options which may have been deleted.

Word 2003 Shortcut Keysⁱ

Create, view, and save, print documents

Press	To
CTRL+N	Create a new document of the same type as the current or most recent document
CTRL+O	Open a document
CTRL+W	Close a document
CTRL+S	Save a document
CTRL + P	Print a document

Undo and redo actions

Press	To
CTRL+Z	Undo an action
CTRL+Y	Redo or repeat an action
ESC	Cancel an action

Delete Text

Press	To
BACKSPACE	Delete one character to the left
CTRL+BACKSPACE	Delete one word to the left
DELETE	Delete one character to the right
CTRL+DELETE	Delete one word to the right

Set Line Spacing

Press	To set line spacing to
CTRL+1	Single-space lines
CTRL+2	Double-space lines
CTRL+5	Set 1.5-line spacing
CTRL+0 (zero)	Add or remove one 12 before spacing

Apply/remove paragraph alignment

Press	To
CTRL+E	Centre a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph
CTRL+M	Indent a paragraph from the left
CTRL+SHIFT+M	Remove a paragraph indent from the left
CTRL+T	Create a hanging indent
CTRL+SHIFT+T	Reduce a hanging indent
CTRL+Q	Remove paragraph formatting

Resize the Font

Press	To
CTRL+]	Increase the font size by 1 point
CTRL+[Decrease the font size by 1 point

Apply character formats

Press	To
SHIFT+F3	Change the case of letters (toggle three options)
CTRL+B	Apply bold formatting
CTRL+D	Change the formatting of characters (Font command, Format menu)
CTRL+I	Apply italic formatting
CTRL+U	Apply an underline
CTRL+SHIFT+D	Double-underline text
CTRL+SHIFT+K	Format letters as small capitals eg WINNIE THE POOH
CTRL =	Apply subscript formatting
CTRL + SHIFT+ PLUS SIGN	Apply superscript formatting
CTRL+SPACEBAR	Remove character formatting

Copy and move text and graphics

Press	To
CTRL+C	Copy text or graphics
ALT+F3	Create AutoText
CTRL+X	Cut selected text to the Clipboard
CTRL+V	Paste the Clipboard contents

Hyphenation, Paragraphing and Pagination

Press	To insert
SHIFT+ENTER	A paragraph enter
CTRL+ENTER	A hard page break
CTRL+HYPHEN	An optional hyphen
CTRL+SHIFT+HYPHEN	A non-breaking hyphen
CTRL+SHIFT+SPACEBAR	A non-breaking space

Selecting

Press	To extend a selection
CTRL+A	To include the entire document
SHIFT+RIGHT ARROW	One character to the right
SHIFT+LEFT ARROW	One character to the left
CTRL+SHIFT+RIGHT ARROW	To the end of a word
CTRL+SHIFT+LEFT ARROW	To the beginning of a word
SHIFT+END	To the end of a line
SHIFT+HOME	To the beginning of a line
SHIFT+DOWN ARROW	One line down
SHIFT+UP ARROW	One line up
CTRL+SHIFT+DOWN ARROW	To the end of a paragraph
CTRL+SHIFT+UP ARROW	To the beginning of a paragraph
SHIFT+PAGE DOWN	One screen down
SHIFT+PAGE UP	One screen up
CTRL+SHIFT+HOME	To the beginning of a document
CTRL+SHIFT+END	To the end of a document

Tip ➞

To prevent a rolling screen while selecting a large amount of text

1. Click your mouse at the point where you wish to start your selection
2. Roll your mouse to where you wish to complete your selection
3. Hold down the shift key
4. Left click where you wish to finish the selection

Find, replace, and browse through text

Press	To
CTRL+F	Find text, formatting, and special items
CTRL+H	Replace text, specific formatting, and special items
CTRL+G	Go to a page, bookmark, etc

Insert special characters

Press	To insert
CTRL+ dash (numeral pad)	– En dash
ALT+CTRL+dash (numeral pad)	— Em Dash
ALT+CTRL+C	The copyright symbol ©
ALT+CTRL+R	The registered trademark symbol ®
ALT+CTRL+T	The trademark symbol ™
ALT+CTRL+period	An ellipsis ...
ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)	

FUNCTION KEYS

Press	To
F1	Get online Help
F3	Insert an AutoText entry (after Word displays the entry)
F4	Repeat the last action
F5	Choose the Go To command (Edit menu)
F7	Choose the Spelling command (Tools menu)

SHIFT + Function key

Press	To
SHIFT+F3	Change the case of letters
SHIFT+F7	Choose the Thesaurus command (Tools menu, Language submenu)

ALT + Function key

Press	To
ALT+F3	Create an AutoText entry
ALT+F4	Quit Word

TABLES

Insert paragraphs and tab characters in a table

Press	To insert
ENTER	New paragraphs in a cell
CTRL+TAB	Tab characters in a cell

Move around in a table

Press	To move to the
TAB	Next cell in a row
SHIFT+TAB	Previous cell in a row
ALT+HOME	First cell in a row
ALT+END	Last cell in a row
ALT+PAGE UP	First cell in a column
ALT+PAGE DOWN	Last cell in a column
UP ARROW	Previous row
DOWN ARROW	Next row

Select text and graphics in a table

Press	To
TAB	Select the next cell's contents
SHIFT+TAB	Select the preceding cell's contents
Hold down SHIFT and press an arrow key repeatedly	Extend a selection to adjacent cells
Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly	Select a column
ALT+5 on the numeric keypad (with NUM LOCK off)	Select an entire table

ⁱ Shortcuts – for a more extensive list check out the *Microsoft Help*